



CITY OF ALBANY
HUMAN RESOURCES
CITY HALL, ROOM 301
ALBANY, NEW YORK 12207
Telephone (518) 434-5049

KATHY M. SHEEHAN
MAYOR

MIRIAM DIXON
DIRECTOR OF HUMAN RESOURCES

August 3, 2015

SUBJECT: Notice of Job Opening –

Director of Buildings & Regulatory Compliance
Department of Buildings & Regulatory Compliance

The **Department of Buildings & Regulatory Compliance** has one (1) vacancy for the position of **Director of Buildings & Regulatory Compliance** at a rate of \$75,000-82,000/year commensurate with experience.

This position is a key executive position within the City of Albany focused on furthering the goals and objectives of the Mayor relative to the provision of Building and Codes services. This position provides an opportunity for an innovative, energetic, and progressive individual to further the efforts already underway in transforming the Buildings and Regulatory Compliance Department into a best in class service provider. The ability to develop a strong vision of the future, engage staff in implementation, and enhance service to the public are key attributes of the successful candidate for this position. Candidates should have strong management and leadership qualities as well as a proven track record for managing change and implementing innovative solutions in an established organizational structure.

Applicants must be a City of Albany resident or be willing to move into the City of Albany within six months of appointment.

Anyone who is interested in applying for this job should forward a resume AND application Human Resources, City Hall, Room 301, Albany, NY 12207. Applications will be accepted until position is filled.

An Equal Opportunity /Affirmative Action Employer

DIRECTOR OF BUILDINGS AND REGULATORY COMPLIANCE

DISTINGUISHING FEATURES OF THE CLASS: This position primarily involves responsibility for supervision of the City's code enforcement personnel and office operations. The Director of Buildings and Regulatory Compliance exercises supervision over office and inspection staff by planning and delegating assignments to appropriate personnel. The Director is responsible for overseeing the development and execution of a strategic plan for code enforcement and compliance. The Director will also engage with neighborhood associations, residents, and property owners to develop and execute the appropriate remedies regarding violations. The Director of Buildings and Regulatory Compliance oversees the personnel responsible for implementation and maintenance of an electronic codes data system and as well as creation and maintenance of a technologically advanced customer service system. The incumbent reports directly to the Mayor of the City of Albany.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Implements departmental improvements to ensure the efficiency and cost effectiveness of each operation while meeting the department's needs;
- Represents department at city-wide senior staff events, meetings, etc.;
- Oversees work of key division managers including the Chief Building Inspector, Deputy Chief Inspector, and Office Supervisor;
- Supervises the operation of the municipal building inspection office;
- Establishes policies and procedures for department;
- Oversees Office Supervisor who coordinates and instructs staff on the various departmental operations and procedures by monitoring work flow, providing technical and manual assistance, and providing guidance when difficulties arise;
- Supervises, plans, assigns and reviews the work of Office Supervisor as well as departmental staff;
- Conducts performance appraisals and handles disciplinary problems of staff;
- Directs the maintenance of records, acts and decisions;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of effective public relations practices;
- Ability to establish and maintain cooperative relationships with other public officials, building contractors and with the general public;
- Ability to supervise the work of others;
- Ability to maintain a high degree of professionalism;
- Ability to communicate effectively with others and to secure cooperation;
- Ability to analyze reports and other data;
- Ability to prioritize and multitask;
- Ability to express ideas clearly and concisely;

- Ability to operate office equipment, including PC applications, to produce correspondence, reports and records;
- Neat personal appearance;
- Tact;
- Courtesy;
- Good judgment;
- Integrity;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's degree (or higher) in Business Administration, Engineering, Public Administration, Architecture or closely related field with at least three (3) years progressively responsible experience at management level; **OR**
- B. Three or more years' experience supervising a staff of professional, technical and administrative positions

DESIRABLE QUALIFICATIONS:

- A. A licensed engineer or architect of not fewer than three (3) years' experience in such profession; **OR**
- B. A licensed attorney of not fewer than three (3) years' experience handling matters dealing with state and local building codes as well as zoning and planning laws and regulations; **OR**
- C. A general building contractor or a person engaged in the supervision of building construction with at least five (5) years' experience in such profession or occupation.

SPECIAL NOTE:

Prior experience implementing organizational vision, organizational change/ transformation within office to create responsive service delivery with preference for work in municipal government operations.